

Production Scheduler Cover Letter

83076 Carl IslandFlatleytown, NC 68674

Dear Marion Huel,

I am excited to be applying for the position of production scheduler. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for planning and execution of production scheduling, inventory control, and intercompany product moves to ensure efficient and effective operations.

My experience is an excellent fit for the list of requirements in this job:

- Verify inventory before production runs
- Re-plans weekly/daily schedules based on production and customer requirement changes
- Coordinates preliminary weekly/daily detailed schedules with Operations Planner to include critical requirements
- Confirms and adjusts customer sales orders on a daily basis
- Participates in mid/long term Sales & Operations Planning tasks and projects
- Conducts monthly inventory control, physical inventory monitoring, and shelf life evaluation
- Measures "On Time in Full" to the customer, identifies causes, and works cross functionally to address issues and improve performance
- Recognised Industrial planning qualification/supply Chain

Thank you for considering me to become a member of your team.

Sincerely,

Morgan Jacobs